

<i>Library Commission approved minutes as amended on Dec 17, 2019.</i>
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1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday November 19, 2019.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood; Jon Youngberg; Kirsten Beier; Valyrie Ingram;

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre (not present)

Others: Morgan Knapp

2. ADDITIONS/DELETIONS to Agenda: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Oct 8, 2019:

MOTION: Elizabeth moved, seconded by Valyrie, to approve the Oct 8, 2019 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

- a)** The Foundation board met last night, Nov 18, 2019. The board re-elected it's slate of officers.
- b)** The Ginsburg Memorial and Garden have been receiving praise. A memo of agreement between the City and the Foundation for maintenance of the Memorial Garden is coming soon.
- c)** At the Dec 9, 2019 City Council meeting, the City Council will recognize the Friends and Foundation at the start of the meeting. We are urged to attend.
- d)** The Foundation board wishes to prepare a budget and prepare to spend the large bequest that it received in 2019, on the library, soon.
- e)** See the Library Foundation of Forest Grove's web site at: www.fglf.org.

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) The Friends Board met last week, on Nov 13, 2019. The Friends board has added two new members, Angela Mooney and Martha Robertson, for a total of 8 board members.
- b) The Used Book Sale held in October raised about \$6600.
- c) The next Used Book Sale will be held April 13 to 18th, 2020.
- d) The Friends board wishes to update the Friends Strategic Plan.
- e) The Friends paid for half of the cost of the Ginsburg Memorial Garden. Total cost was more than \$33,000.
- f) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT: Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:

- a) None.

5d. LIBRARY DIRECTOR’S REPORT: Colleen Winters reported these items:

- a) Staffing changes at the library. Jessica F has left. Having to make adjustments for childbirth leaves over next few months. Jillian will become full-time.
- b) Adriana of library staff will choose and buy books very soon at a book fair in Mexico.
- c) City communication plan between departments. Publicity for departments. Developing plan for the whole of City government. Report due Feb 2020.
- d) On Fri Nov 22, Colleen and some library staff will be attending a Multnomah County Library workshop on the topic of “Rethinking Library Space Layout” – Maker spaces, Young adult areas, etc.
- e) Sat Dec 7 1-4pm Wassail party is scheduled. Lots of music and goodies planned.

6. DISCUSSION OF ITEMS:

a) Library Programming. Bob A. of the library staff talked with the Library Commission. The Library needs to continue connecting with the community. Service, programs, and needs of the community lead to decisions made about new adult programming. Recent events held were:

Bill Sullivan’s hiking lecture brought in a largely different audience and he kindly donated 7 copies of his popular hiking books to the library besides.

Nov 9’s “Death Café” received a very positive response. With 25 attendees, and 4 facilitators. Hoping to hold another such meeting again next spring, and with some connection to Pacific University.

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Last Saturday, held a “Scandinavian Crime Fiction” discussion, with some new attendees.

Tues Dec 3 – “Outbound Traveler” music program.

In 2020, will hold author events, practical events, story-teller evening, and on Apr 21, 2020 Kim Stafford, Oregon’s Poet Laureate is scheduled.

Tues Jan 7, 2020 6:30pm “Winter Hikes In and Around Portland” with Matt Reeder author of “PDX Hiking 365”

Tues Jan 21, 2020 6:30pm “Baking With Whole Grains” with Dave Ferrier of Slow Rise Bakehouse.

b) 110th Anniversary Event Review – (was whole month of October 2019).

Documenting what was done, what worked, and possible improvements. In short, all the events worked out well and all attendees were pleased, but publicity for the public events could have been better. (Some events were invitation-only though.)

The 110th Anniversary Party on Sat Oct 26, 2019 was great and worked well with the last day of the Used Book Sale in progress at the other end of the library (\$1.10 per bag of books – very nice). The Barbershop Quartet was appreciated, as were the special souvenir bookmarks and printing press, games in the children’s area, and an appearance by Mrs. Rogers.

Colleen thought that maybe a 1-week celebration (if possible, considering all that was happening) would have been better, along with better publicity for the party.

c) Gathering of the Groups - 2020. The Library Commission needs to start thinking about this upcoming event to be held in 2020. Date is not yet set. A possible discussion topic during the event is: How to honor members of library-supporting committees? How is it decided who to honor, and how to honor them? The Library Commission needs to discuss this further at its future meetings as part of planning and preparation for the event in 2020.

Colleen asked the Library Commission to also start thinking about an agreement or policy about future memorials and honors (referring to several current ones in or outside the library). Who gets to decide about future memorials and honors? What does future recognition look like? History of this conversation?

Each of the three groups needs to consider these questions in advance of the Gathering of the Groups event.

Examples that might lead others to have interest in more such activity:

- Ginsburg Memorial Garden, he was important to the library and city, unique outside memorial, from Friends and Foundation.
- Mollie’s Garden – she was a library volunteer. Family idea and donation. The Foundation paid for installation.
- Bench to honor Betty McAvoy, gift from Charles McAvoy.
- A decorative kite in the Young Adult area, donated by the Friends in memory of Tom Atkinson.

Comments: At least one proposal for some other new memorial has been suggested. Colleen should decide about future suggested memorials and honors at the library, or at least be in charge of such decisions, including being able to say “yes” or “no”, but could ask for advice. The Foundation Board has decided not to do a lot of naming throughout the library. The Public Arts Commission is responsible for all artwork in City buildings.

d) Policy Review. What’s next with this effort? The inventory of library policies is complete. Start with that, and work on one policy at a time. Start in January, although there are staffing concerns.

e) Bylaws Review. Part of B/C review effort, with an eye toward consistency.

The Bylaws for two other B/Cs have already been approved by the City Council. Colleen has the Bylaws template. The Library Commission needs to get to work on its Bylaws very soon. We need to make some progress at our December meeting. Some highlights of these B/C changes:

- Members of the Library Commission will have 4-year terms when renewing.
- 1-to-2 page annual report by the Library Commission to the City Council will be expected by the end of the year (2020). The Library Commission can choose when to give the 15-minute report in person at a City Council meeting. Highlights and accomplishments of the last year, etc.
- The upcoming Jan 16, 2020 B&C Recognition Dinner will be changed to mention outgoing and new members of B/Cs, and not (for the first time) giving the year’s B/C accomplishment speeches. So this is a big change!

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday December 17, 2019 at 6:30PM, in the Library’s Rogers Room.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, secretary